

# Ames Professional Administrative Support Services (APASS)

RFP NNA15538623R

## QUESTIONS and ANSWERS SET 2

1. What would ARC characterize as the most difficult challenges for this contract? What are the goals of this contract? What are the expectations of this contract?

ARC requires a center-wide standardization of administrative services, through APASS contract performance, in order to improve efficiency, eliminate duplication, maximize productivity and cost savings.

2. Can ARC provide an estimated date of award for bidding purposes?

The current estimated award date is September 7, 2015.

3. Current due date is on a Monday, will ARC consider adding an additional day to allow for overnight shipping?

Reference: NNA15538623R, SF33

The Government currently has no intention to extend the proposal due date.

4. Can the government identify the current incumbent?  
Deltha-Critique NSS Joint Venture (DCNSSJV)

5. Why is there a reduction in services from BOATS contract? What will happen to other tasks on BOATS?

APASS requirements include administrative services. Other current technical tasks on BOATS contract will be supported by other existing contracts at ARC.

6. Is it expected that one fringe package is to be offered to all NASA Ames employees of the contractor or may each major subcontractor offer a different fringe package? Also, do the fringe package elements need to be the same as the elements currently being offered by the incumbent?

Reference: L.8(c)(B)(7)(h)

There is no requirement that Offerors and their subcontractors offer identical fringe benefits packages. The Government does not dictate the content of fringe benefits packages, but evaluates the content and quality of the packages for their ability to recruit and retain the type of employees needed to perform work on the contract.

7. Would NASA-Ames consider making the Cover Letter and its requirements, a separate volume as part of the total proposal presentation? Failing that, would NASA-Ames, allow for offerors to contain the Cover Letter and its attachments in a separate notebook of its own?

Reference: L.6(b)(1), L.6(b)(2) and L.7

The Cover letter and its requirements (listed below) are part of the entire proposal, as instructed in Section L.6(b)(1), L.6(b)(2), and L.7. The Government allows for Offerors to contain the Cover Letter and its attachments in a separate binder of its own.

As part of the Cover Letter, provide the following information:

- The names, telephone numbers, and email addresses of persons to be contacted for clarification of questions.
- If applicable, include a complete description and documentation for teaming or other such business arrangements as discussed above at L.6(a).
- A completed response to Section B, Clause B.1, "SUPPLIES/SERVICES TO BE PROVIDED," for CLIN 01A, Phase-In Price.
- A completed response to Section B, Clause B.1, "SUPPLIES/SERVICES TO BE PROVIDED," for CLINs 01B, 02A, and 03A, Contract Management Price.
- A completed response to Section I.1 FAR Clause 52.227-23, RIGHTS TO PROPOSAL DATA (TECHNICAL)
- A statement that the proposal is firm for a period of not fewer than 120 days.
- A statement of acceptance of the anticipated contract provisions and proposed schedule, or specific exceptions taken to the SOW or any of the terms and conditions.
- A completed copy of the Standard Form 33 (SF 33) signed by an official authorized to contractually bind the Offeror. Include written acknowledgement of any solicitation amendments.
- A completed response to Section H.3 NFS clause 1852.235-71, "KEY PERSONNEL AND FACILITIES".
- A completed response to Section L.1, NFS clause 1852.245-80, "GOVERNMENT PROPERTY MANAGEMENT INFORMATION".
- A listing of the status of the most recent reviews of the Offeror's management system(s) (e.g., purchasing, accounting, property, estimating). Your listing must clearly identify the type of review, the results of the review, the cognizant Government agency making the review, systems approvals, if any, and the last date of a system approval. The Offeror shall provide copies of the approvals. Provide the Defense Contract Management Agency (DCMA) point of contact; include name, address, phone number and email address.

8. On the bottom of page L-21, the last paragraph references "Table 1." The table on the next page is labeled "Table L.8-2." We think this is the same reference. Could the government please confirm this and correct one of the references?

Reference: L.8(c)(B)(10)

Yes, paragraph L.8(c)(B)(10) should be read as follows (changes are highlighted):

“(10) Proposed Prime/Subcontractor Information Summary: All Offerors shall submit a completed [Table L.8-2](#) for the prime, each team member(s) and all subcontractors having a contract value of \$1 million or greater to provide information for use by NASA in the public contract award notification. Major subcontractors valued at \$1 million or greater are to submit a completed [Table L.8-2](#) for all of their subcontractors with a value of \$1 million or greater. It is important that all information be complete and accurate to include the identification of the 9 digit United States Postal Service (USPS) Zip Code for all prime and subcontractors.

Table L.8-2

Offerors and Subcontractors are to fill-in the <i>italic</i> areas in column 2 with the required information	
Prime/ Subcontractor	<i>Identify name of the prime Offeror or a subcontractor</i>
Title:	<i>The title of the effort you have contracted or the program name Subcontracted</i>
Description:	<i>A brief non-technical description of the work, including identification of the program, project, and period of performance.</i>
Program:	Ames Professional Administrative Support Services (APASS)
Project:	Provide Professional and Administrative Support Services for ARC
Period of Performance:	<i>The length from start date to completion date of the contracted effort.</i>
Type of Action:	New Contract
Contract Type:	IDIQ/ FFP Task Orders
Company:	<i>The name of the Prime, Team Member or Subcontractor</i>
Address:	<i>Full USPS street address to include suite or apartment numbers</i>
Performance Location:	<i>City and State of the principal work performance location(s)</i>
USPS 9 digit Zip Code	<i>Enter the 9 digit USPS Zip Code XXXXX-XXXX for performance location. <u>The 9-digit Zip code is a Mandatory Requirement.</u></i>
Estimated Price with Options	\$ amount rounded to the \$1,000
Subcontractors: (>1M)	<i>List all subcontractors and their business size status for each first tier subcontract worth \$1 million or more for the total contract performance.</i>

Small Business Subcontracting Goals:	<i>Small business and small disadvantaged business subcontracting goals both in dollars and percentage of the value of the action (including all options if any)</i>
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Prime Offerors and Major Subcontractors shall perform and provide a copy of a cost or price analysis of their subcontractors as required by FAR 15.404-3(b). "

9. Please confirm if the due date and time for receipt of the Past Performance Questionnaires is Monday, July 20, 2015, at 4:00PM (PST).

Reference: L.7(a)

Yes, the due date and time for receipt of the Past Performance Questionnaires is Monday, July 20, 2015, at 4:00PM (PST).

10. Can the Past Performance Questionnaires be sent by the client via email? Or, does the government require a hard copy submittal from our clients?

Reference: L.7(a)

The Past Performance Questionnaires be sent by the Offeror's customers via email.

11. Is the minimal font size for diagrams, graphics, charts, tables, and illustrations 12 point Arial, the same for the text of the document?

Reference: L.7(b)

Yes, the Arial font text with a size not smaller than 12 point, applies for all texts, diagrams, graphics, charts, tables, photographs tables, illustrations, headers and footers.

12. The requirement of 12 point font hinders the efficient use of tables, charts and diagrams, will ARC reconsider the use of 10 point for all tables, charts and diagrams?

Reference: L.7(b)

The Arial font text with a size not smaller than 12 point, applies for all texts, diagrams, graphics, charts, tables, photographs tables, illustrations, headers and footers.

13. For Volume I and Volume II: Is the requirement for these volumes single space, or double space?

Reference: L.7

It can be single space or double space, as long as all the requirements in L.7 are met.

14. Can you consider past performance on contract that are active and less than a year?

Reference: L.8(b)

A relevant contract is defined as a government or industry contract that the Offeror, as well as any major subcontractor has held within the past five (5) years, or active (underway at least one year), for requirements that are similar in size, work content, and complexity to the requirements of this solicitation. If an Offeror submits an active contract that is less than one year, which is not relevant as defined in L.8(b)(1), it will not be evaluated favorably or unfavorably and will be given a neutral adjectival rating.

15. Exhibit 2, Fully Burdened Rates Development Template (FBR-DT): Required of both Prime Offeror and Major Subcontractors provided in the NASA Pricing Sheet included with Sol: NNA15538623R requires a separate FBR-DT for phase-in as well as for each contract year of the effort from the Prime Offeror and Major Subcontractors. However, there is only one template which cannot be duplicated as it appears the Exhibit 2 template is locked preventing offerors from duplicating the template which would allow them to comply with Section L instructions. Respectfully request the Exhibit 2 template in the NASA Pricing Sheet be duplicated to allow offerors to comply with the Section L instructions.

Reference: Attachment J.1(a)3), Exhibit 2

The Exhibit can be duplicated by left clicking, holding down the Ctrl key and dragging the tab to the right. A Microsoft Excel pop up box will appear saying, "The name '\b' already exists. Click Yes to use that version of the name, or Click No to rename the version of '\b' you're moving or copying." This same pop up will keep occurring for other '\ letters and phrases. Keep clicking Yes on each of them until the pop ups end and the duplicate tab will appear.

16. Do you need original signatures on cover letter and other documents? Are electronic signatures sufficient?

Electronic signatures are acceptable.

[End of Questions and Answers Set 2]